



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

POSTED: JULY 23, 2012

VACANCY NOTICE

DIVISION OF FISCAL INTEGRITY AND EFFICIENCIES OFFICE OF NETWORK & INFORMATION

***SENIOR BUSINESS SYSTEMS ANALYST**

Min \$71,381 – Mid \$92,796

***This is a limited position funded through the Race to the Top, Early Learning Challenge grant for the award period of January 1, 2012 through December 31, 2015. Funding for continuation of the position beyond the award period is not guaranteed.**

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at www.ride.ri.gov

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

*Subject to FTE approval and available funding

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, AFT)
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Senior Business Systems Analyst

GENERAL STATEMENT OF DUTIES: The incumbent will be responsible for reviewing, designing, modifying and recommending business requirements applied to new and existing RIDE enterprise databases and system applications. This role works closely with a technical team to test solutions, document and track technical issues and implement any necessary changes.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Responsible for the ongoing supervision of assigned staff. Participates in the establishment of performance goals, responsible for performance coaching and employee development and participates in assessment of performance of staff assigned and/or in peer or colleague review, in cooperation with director, as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Collects and analyzes business requirements from customers/stakeholders, and translates the business requirements into technical specifications for development team.

Develops user-interface guides and functional specification documents as needed on both data systems requirements as well Graphical User Interface (GUI) design.

Works with the development lead to ensure that end-product satisfies the client's business needs.

Advises users in mapping business processes and data flows.

Communicates development updates to external and internal clients, to deliver products functional requirements like screen, interface and GUI designs.

Manages and tracks all change requests, including timeline and functionality adjustments.

Analyzes business processes and task completion, makes suggestions as needed for increased efficiency and effectiveness of task completion.

Documents the acquired results of analysis and workflows as well as obtaining sign-off from the appropriate client.

Designs and executes the test scripts and test scenarios.

Perform related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** (800)745-5555 **Voice** (800)745-6575 **Website:** www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

Knowledge of applicable Federal, State, and local laws, rules, and regulations affecting data collection, processing, consolidation, analysis, and reporting.

Knowledge of applicable computer server systems.

Knowledge of system design, development, implementation, and user support principles and practices.

Knowledge of database development, modeling, and programming principles and practices.

Knowledge of MSSQL Database management system (SQL DBMS).

Knowledge of documentation procedures, programming procedures and methods, operator instructions, and program flow charts.

Knowledge of web-based portal application design and development principles and practices.

Knowledge of data warehousing principles and practices.

Knowledge of web development principles and practices.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Skilled in communicating effectively both orally and in writing.

Skilled in analytical and data management planning.

Skilled in being a analytical and creative thinker, and highly skilled at problem-solving.

Skilled in project management.

EDUCATION: Bachelor's Degree in Computer Science or equivalent. A Master's Degree in Business Administration or similar field is preferred.

EXPERIENCE: Five to ten years of experience is required in information technology. May include career experience in, accounting, marketing, economics, computer and information science, and statistics.

OR: any combination of education and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: July 2012